

Scientific and Technical Employee Development (STED) Conference Call March 27, 2008

Committee members:

Name	Role/Affiliation
Steve Blanchard (not present)	WRD Senior Staff
Virginia de Lima	Center Directors
Dorrie Gellenbeck (maternity leave)	NWIS
Bob Hainly (Chair)	Data Chiefs
Bill Hazell	Hydrologic Technicians
Leo House (not present)	NRP
Mike Nolan	OSW
Dave Pollock (not present)	OGW
Kurt Schultz (not present)	IT Specialists
Lynn Taylor (not present)	NWIS
Steve Anthony (not present)	Studies Section Chiefs
Alan Ward	OED
Franceska Wilde	OWQ

Meeting Introduction:

- Bob Hainly opened the teleconference and reviewed the agenda. No additions were suggested.

Comments on the minutes from the November 2007 and January 2008 meetings:

- No comments were received on the November 2007 meeting minutes.
- Comments were received on the January 2008 meeting minutes.
 - Franceska to check on \$16K (\$10K former Roger Lee contract - FY08 + 6K WSC SME assistance)
 - Clarification on diversion of existing funding statement - STED to look at that possibility down the road if funding needs exceed income.
 - Confirmed - Assisted classes preferred over self-contained
 - Confirmed - NTC cannot accept fees from private citizens
 - Remove "working on a solution" phrase from that statement
 - HRI proposal deadline for request is May 1st (STED review mid-May)
- ACTION ITEM – Bob will send a reminder to the members not on this call to review the November and January minutes and post them to the web page after the comment period.**

Review of the Action Items Log:

- Regional courses are now in DOI Learn - will require more course-coordinator training
- Web page additions - Mike needs more discussion with Ralph & Alan to determine process. Will include Tj.
- If there are action items that appear to be assigned incorrectly or actions have been completed and not marked so, contact Bob.
- Updates as a result of actions during this call will be added and then Bob will send the updated version out to committee members via e-mail.

TEL Tuition Policy follow-up

- Budget request has been submitted
- No follow up needed with Senior Staff
- WQ Principles will be first course to charge tuition - Spring 2009
 - Process - coordinator marks yes/no tuition
 - Fee determined by NTC
- No further STED action needed

ListServ memo

- Send out List-serve memo - include STED link and request repository materials
 - **ACTION ITEM** – Alan to draft memo
 - **ACTION ITEM** – Bob to submit draft to Steve. Steve to send request to Bob Hirsch.
- Advertise TEL program in memo?
 - **DECISION** – Develop and distribute notice later when more courses available.
- Advertise STED web page?
 - **DECISION** – Develop and distribute notice later when page has been updated.

Co-op Education Program

- Initiative is looking for a home/champion in WRD
- Suggestion received to promote regional centers
- Gateway community college program exists in SW US
 - Is info available from Gateway such as performance results, potential candidates, etc?
- STED hesitant to assist with developing curriculum - lots of work
 - Many community colleges in NC – may be possible to identify existing curricula
- Some current programs focus on hiring qualified minorities
 - Championed by Personnel Office in past - no champion right now
- Suggested to focus on current employees (retraining and details)
- **DECISION** – Look at this topic later on. Establish as a FY09-FY10 LT goal

Review and Adoption of Short- and long-term Goals

- Goals developed at Jan. 2008 meeting
- Approved to post on STED web page with following addition:
 - **ACTION ITEM** – Bob to develop wording and add Cooperative Education Program to long-term goals posted on web. Add language "Consider advantages of" as opposed to definitive action

Development of CY2008 Action Plan

- Based on short-term goals developed at Jan. 2008 meeting
- Web page as a communication tool – plan for redesign and updates
 - Try not to conflict with existing sites
 - Identify process - assign short-term duties
 - **ACTION ITEM** – Mike/Alan develop straw man after conference call and report back
- Gathering information on training needs – potential sources:
 - Program Review?
 - From peers?
 - Discipline reviews? OSW-Kolva
 - Enter on web if not available
 - Regional Discipline Specialists?
- Will need further discussion to make sure all areas interrogated and data are compiled

Wrap-up

- Draft minutes of this meeting will be distributed for committee review.
- Bob will continue to finalize minutes for posting to web page, update action item log, and email to STED.

The next meeting is scheduled for Thursday, May 15 at 1:00 pm EDT.